

Honorable Michelle L. Peterson

UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF WASHINGTON
AT SEATTLE

NANNETTE BASA, an individual,

Plaintiff,

v.

BRAND SHARED SERVICES, LLC, a
Delaware corporation,

Defendant.

Case No. C21-754-MLP

STIPULATED PROTECTIVE ORDER

1. PURPOSES AND LIMITATIONS

Discovery in this action is likely to involve production of confidential, proprietary, or private information for which special protection may be warranted. Accordingly, the parties hereby stipulate to and petition the court to enter the following Stipulated Protective Order. The parties acknowledge that this agreement is consistent with LCR 26(c). It does not confer blanket protection on all disclosures or responses to discovery, the protection it affords from public disclosure and use extends only to the limited information or items that are entitled to confidential treatment under the applicable legal principles, and it does not presumptively entitle parties to file confidential information under seal.

STIPULATED PROTECTIVE ORDER - 1
(CAUSE NO. C21-754-MLP)

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2. “CONFIDENTIAL” MATERIAL

“Confidential” material shall include the following documents and tangible things produced or otherwise exchanged: Defendant Brand Shared Services, LLC (“Defendant”) policies and procedures; documents containing information about Defendant’s or Defendant’s clients (or prospective clients) trade secrets or proprietary information; documents containing personal information (including dates of birth, home addresses, personal phone numbers, and previous employment history) about Defendant’s employees, prospective employees, or independent contractors; and Plaintiff’s medical records or documents containing information about or reference to Plaintiff’s medical history. This list is non-exhaustive and the Parties may agree upon additional categories of documents and tangible things.

3. SCOPE

The protections conferred by this agreement cover not only confidential material (as defined above), but also (1) any information copied or extracted from confidential material; (2) all copies, excerpts, summaries, or compilations of confidential material; and (3) any testimony, conversations, or presentations by parties or their counsel that might reveal confidential material.

However, the protections conferred by this agreement do not cover information that is in the public domain or becomes part of the public domain through trial or otherwise.

4. ACCESS TO AND USE OF CONFIDENTIAL MATERIAL

4.1 Basic Principles. A receiving party may use confidential material that is disclosed or produced by another party or by a non-party in connection with this case only for prosecuting, defending, or attempting to settle this litigation. Confidential material may be disclosed only to

1 the categories of persons and under the conditions described in this agreement. Confidential
2 material must be stored and maintained by a receiving party at a location and in a secure manner
3 that ensures that access is limited to the persons authorized under this agreement.

4 4.2 Disclosure of “CONFIDENTIAL” Information or Items. Unless otherwise
5 ordered by the court or permitted in writing by the designating party, a receiving party may
6 disclose any confidential material only to:

7 a) the receiving party’s counsel of record in this action, as well as employees of
8 counsel to whom it is reasonably necessary to disclose the information for this litigation;

9 b) the officers, directors, and employees (including in house counsel) of the
10 receiving party to whom disclosure is reasonably necessary for this litigation, unless the parties
11 agree that a particular document or material produced is for Attorney’s Eyes Only and is so
12 designated;

13 c) experts and consultants to whom disclosure is reasonably necessary for this
14 litigation and who have signed the “Acknowledgment and Agreement to Be Bound” (Exhibit A);

15 d) the Court, Court personnel, and Court reporters and their staff;

16 e) copy or imaging services retained by counsel to assist in the duplication of
17 confidential material, provided that counsel for the party retaining the copy or imaging service
18 instructs the service not to disclose any confidential material to third parties and to immediately
19 return all originals and copies of any confidential material;

20 f) during their depositions, witnesses in the action to whom disclosure is reasonably
21 necessary and who have signed the “Acknowledgment and Agreement to Be Bound” (Exhibit
22 A), unless otherwise agreed by the designating party or ordered by the court. Pages of

1 transcribed deposition testimony or exhibits to depositions that reveal confidential material must
2 be separately bound by the court reporter and may not be disclosed to anyone except as permitted
3 under this agreement;

4
5 g) the author or recipient of a document containing the information or a custodian or
6 other person who otherwise possessed or knew the information.

7 4.3 Filing Confidential Material. Before filing confidential material or discussing or
8 referencing such material in court filings, the filing party shall confer with the designating party,
9 in accordance with LCR 5(g)(3)(A), to determine whether the designating party will remove the
10 confidential designation, whether the document can be redacted, or whether a motion to seal or
11 stipulation and proposed order is warranted. During the meet and confer process, the designating
12 party must identify the basis for sealing the specific confidential information at issue, and the
13 filing party shall include this basis in its motion to seal, along with any objection to sealing the
14 information at issue. LCR 5(g) sets forth the procedures that must be followed and the standards
15 that will be applied when a party seeks permission from the court to file material under seal. A
16 party who seeks to maintain the confidentiality of its information must satisfy the requirements
17 of LCR 5(g)(3)(B), even if it is not the party filing the motion to seal. Failure to satisfy this
18 requirement will result in the motion to seal being denied, in accordance with the strong
19 presumption of public access to the Court's files.
20
21

22 5. DESIGNATING PROTECTED MATERIAL

23 5.1 Exercise of Restraint and Care in Designating Material for Protection. Each party
24 or non-party that designates information or items for protection under this agreement must take
25 care to limit any such designation to specific material that qualifies under the appropriate
26

1 standards. The designating party must designate for protection only those parts of material,
2 documents, items, or oral or written communications that qualify, so that other portions of the
3 material, documents, items, or communications for which protection is not warranted are not
4 swept unjustifiably within the ambit of this agreement.

5 Mass, indiscriminate, or routinized designations are prohibited. Designations that are
6 shown to be clearly unjustified or that have been made for an improper purpose (*e.g.*, to
7 unnecessarily encumber or delay the case development process or to impose unnecessary
8 expenses and burdens on other parties) expose the designating party to sanctions.

9 If it comes to a designating party's attention that information or items that it designated
10 for protection do not qualify for protection, the designating party must promptly notify all other
11 parties that it is withdrawing the mistaken designation.
12

13 5.2 Manner and Timing of Designations. Except as otherwise provided in this
14 agreement (see, *e.g.*, second paragraph of section 5.2(a) below), or as otherwise stipulated or
15 ordered, disclosure or discovery material that qualifies for protection under this agreement must
16 be clearly so designated before or when the material is disclosed or produced.
17

18 a) Information in documentary form: (*e.g.*, paper or electronic documents and
19 deposition exhibits, but excluding transcripts of depositions or other pretrial or trial proceedings),
20 the designating party must affix the word "CONFIDENTIAL" to each page that contains
21 confidential material. If only a portion or portions of the material on a page qualifies for
22 protection, the producing party also must clearly identify the protected portion(s) (*e.g.*, by
23 making appropriate markings in the margins).
24

25 b) Testimony given in deposition or in other pretrial proceedings: the parties and any
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1 participating non-parties must identify on the record, during the deposition or other pretrial
 2 proceeding, all protected testimony, without prejudice to their right to so designate other
 3 testimony after reviewing the transcript. Any party or non-party may, within fifteen days after
 4 receiving the transcript of the deposition or other pretrial proceeding, designate portions of the
 5 transcript, or exhibits thereto, as confidential. If a party or non-party desires to protect
 6 confidential information at trial, the issue should be addressed during the pre-trial conference.
 7

8 c) Other tangible items: the producing party must affix in a prominent place on the
 9 exterior of the container or containers in which the information or item is stored the word
 10 “CONFIDENTIAL.” If only a portion or portions of the information or item warrant protection,
 11 the producing party, to the extent practicable, shall identify the protected portion(s).
 12

13 5.3 Inadvertent Failures to Designate. If timely corrected, an inadvertent failure to
 14 designate qualified information or items does not, standing alone, waive the designating party’s
 15 right to secure protection under this agreement for such material. Upon timely correction of a
 16 designation, the receiving party must make reasonable efforts to ensure that the material is
 17 treated in accordance with the provisions of this agreement.
 18

19 5. CHALLENGING CONFIDENTIALITY DESIGNATIONS

20 6.1 Timing of Challenges. Any party or non-party may challenge a designation of
 21 confidentiality at any time. Unless a prompt challenge to a designating party’s confidentiality
 22 designation is necessary to avoid foreseeable, substantial unfairness, unnecessary economic
 23 burdens, or a significant disruption or delay of the litigation, a party does not waive its right to
 24 challenge a confidentiality designation by electing not to mount a challenge promptly after the
 25 original designation is disclosed.
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1
2 6.2 Meet and Confer. The parties must make every attempt to resolve any dispute
3 regarding confidential designations without court involvement. Any motion regarding
4 confidential designations or for a protective order must include a certification, in the motion or in
5 a declaration or affidavit, that the movant has engaged in a good faith meet and confer
6 conference with other affected parties in an effort to resolve the dispute without court action. The
7 certification must list the date, manner, and participants to the conference. A good faith effort to
8 confer requires a face-to-face meeting or a telephone conference.
9

10 6.3 Judicial Intervention. If the parties cannot resolve a challenge without court
11 intervention, the designating party may file and serve a motion to retain confidentiality. The
12 burden of persuasion in any such motion shall be on the designating party. Frivolous challenges,
13 and those made for an improper purpose (*e.g.*, to harass or impose unnecessary expenses and
14 burdens on other parties) may expose the challenging party to sanctions. All parties shall
15 continue to maintain the material in question as confidential until the court rules on the
16 challenge.
17

18 6. PROTECTED MATERIAL SUBPOENAED OR ORDERED PRODUCED IN OTHER
19 LITIGATION
20

21 If a party is served with a subpoena or a court order issued in other litigation that compels
22 disclosure of any information or items designated in this action as “CONFIDENTIAL,” that
23 party must:

24 a) promptly notify the designating party in writing and include a copy of the
25 subpoena or court order;
26

b) promptly notify in writing the party who caused the subpoena or order to issue in the other litigation that some or all of the material covered by the subpoena or order is subject to this agreement. Such notification shall include a copy of this agreement; and

c) cooperate with respect to all reasonable procedures sought to be pursued by the designating party whose confidential material may be affected.

7. UNAUTHORIZED DISCLOSURE OF PROTECTED MATERIAL

If a receiving party learns that, by inadvertence or otherwise, it has disclosed confidential material to any person or in any circumstance not authorized under this agreement, the receiving party must immediately (a) notify in writing the designating party of the unauthorized disclosures, (b) use its best efforts to retrieve all unauthorized copies of the protected material, (c) inform the person or persons to whom unauthorized disclosures were made of all the terms of this agreement, and (d) request that such person or persons execute the “Acknowledgment and Agreement to Be Bound” that is attached hereto as Exhibit A.

8. INADVERTENT PRODUCTION OF PRIVILEGED OR OTHERWISE PROTECTED MATERIAL

When a producing party gives notice to receiving parties that certain inadvertently produced material is subject to a claim of privilege or other protection, the obligations of the receiving parties are those set forth in FRCP 26(b)(5)(B). This provision is not intended to modify whatever procedure may be established in an e-discovery order or agreement that provides for production without prior privilege review. The parties agree to the entry of a non-waiver order under FRE 502(d) as set forth herein.

9. NON TERMINATION AND RETURN OF DOCUMENTS

Within 60 days after the termination of this action, including all appeals, each receiving party must return all confidential material to the producing party, including all copies, extracts and summaries thereof. Alternatively, the parties may agree upon appropriate methods of destruction.

Notwithstanding this provision, counsel are entitled to retain one archival copy of all documents filed with the court, trial, deposition, and hearing transcripts, correspondence, deposition and trial exhibits, expert reports, attorney work product, and consultant and expert work product, even if such materials contain confidential material.

The confidentiality obligations imposed by this agreement shall remain in effect until a designating party agrees otherwise in writing or a court orders otherwise.

It is so stipulated, through counsel of record:

DATED this 7th day of January, 2022.

DATED this 6th day of January, 2022.

LAW OFFICES OF ALEX J HIGGINS

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ORDER

PURSUANT TO STIPULATION, IT IS SO ORDERED

IT IS FURTHER ORDERED that pursuant to Fed. R. Evid. 502(d), the production of any documents in this proceeding shall not, for the purposes of this proceeding or any other federal or state proceeding, constitute a waiver by the producing party of any privilege applicable to those documents, including the attorney-client privilege, attorney work-product protection, or any other privilege or protection recognized by law.

DATED: April 15, 2022



MICHELLE L. PETERSON
United States Magistrate Judge

EXHIBIT A

**ACKNOWLEDGMENT
AND
AGREEMENT TO BE BOUND BY PROTECTIVE ORDER**

I, _____ [print or type full name], of

[print or type full address], declare under
penalty of perjury that I have read in its entirety and understand the Stipulated Protective Order
that was issued by the United States District Court for the Western District of Washington on

[date] in the case of *Nannette Basa v. Brand Shared Services, LLC* (Case
No. 2:21-cv-00754 JLR). I agree to comply with and to be bound by all the terms of this
Stipulated Protective Order and I understand and acknowledge that failure to so comply could
expose me to sanctions and punishment in the nature of contempt. I solemnly promise that I will
not disclose in any manner any information or item that is subject to this Stipulated Protective
Order to any person or entity except in strict compliance with the provisions of this Order. I further
agree to submit to the jurisdiction of the United States District Court for the Western District of
Washington for the purpose of enforcing the terms of this Stipulated Protective Order, even if such
enforcement proceedings occur after termination of this action.

Date: _____
City and State where sworn and signed: _____
Printed name: _____
Signature: _____